

**LAFAYETTE MANOR COMMITTEE MEETING**

**Monday, November 23, 2015**

**Meeting Time: 5:00 PM**

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**Attending Committee Members & Manor Staff**

Dave Halloran, Chairman  
Zeke Garthwaite - Excused  
Gerald Heimann  
Jack Sauer  
Kenny Taylor  
Vicki Whitford - Excused

Julie Chikowski, ADM  
Peggy Rolli, A. ADM  
Judy Gobeli, DON  
Shelley Lange, HRC  
Barb Johnson, DF

**Call to Order -**

The Lafayette Manor Committee Meeting was called to order at 5:00 p.m. by Dave Halloran, Chair. All Committee members were present, with the exception of Zeke Garthwaite, and Vicki Whitford, who were excused.

**Posting -**

Shelley Lange reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved October 27, 2015 meeting minutes), and submitted to the R.J.

**Minutes -**

A motion was made by Gerald Heimann, and seconded by Kenny Taylor, to approve the October 27, 2015 meeting minutes, as written. The motion carried unanimously.

**Approval of Agenda -**

A motion was made by Jack Sauer, and seconded by Gerald Heimann, to approve the October 27, 2015 agenda as presented. The motion carried unanimously.

**Public Comment -**

There was no public in attendance.

**Lafayette Manor Financial Notes – Submitted by Barb Johnson**

**Revenue and Expense Analysis:**

- Total Net Revenue for the month of October 2015 was \$363,866. YTD Net Revenue is \$3,702,929.
- For the month of October 2015 the total expenses are \$401,787. YTD Expenses are \$4,003,307.
- Budget was set at 56, and we are currently at 55 residents.
- Department status in relation to their budget. Expenses are below budget for the month and year. Most departments are under budget.
  - Patient services staff – under budget for the month and year – reduced staffing for LPN's and CNA's. There has been a shortage of staff causing CNA's to run multiple shifts.
  - Central supply/scheduler – scheduling is being done by CNA employee. There are 10 additional hours being put in this department. This change also causes a decrease in wage for the CNA's.
  - Utilities/water – under budget for the month – late invoices; quarterly billing.
- Monthly Net Income is at a loss of \$37,921.
- YTD levy remaining is \$128,833.

**Swingbed Statistics:**

- Hospital admitted Swingbed days related to the Manor for October was 0.

**Hospital Usage:**

- The hospital payment to the manor for rent for October is \$1,440.00.
- YTD rent for the business office residing at the manor is \$14,400.00.

**Wages & Fringes:**

- YTD wages are currently showing over budget by \$14,130.
- YTD benefits are under budget by \$62,114.
- YTD net under budget of \$47,984.

**A/R Aging:**

- The total Accounts Receivable as of October 31, 2015 is \$308,984.33.

Julie Chikowski reported that the Memorial Hospital billing offices will be relocated from Lafayette Manor back to the Hospital facility due to the outsourcing of that department. She noted that this will allow Lafayette Manor to have three (3) more private rooms available for resident use.

Julie Chikowski stated that Lafayette Manor has been unable to accept some of the more challenging residents being referred to the facility, due to the shortage of CNA's. We are still actively recruiting CNA's to fill the many open positions the facility has on the PM and NOC shifts.

**Audit of Bills – Presented by Barb Johnson**

Barb Johnson went over some of the submitted bills, noting that the flu vaccinations purchased from the Health Department for Lafayette Manor residents and staff totaled \$3,280.

*A motion was made by Gerald Heimann, and seconded by Jack Sauer, to approve the bills as presented. The motion was carried unanimously.*

**Utilization Report –**

The following admission and pay source information was submitted for October 31, 2015:

October 31, 2015 Admission / Discharge Report	
Total Admissions	4
Total Discharges	3
Charges Report	
Pay Source: Medicare Part A	6
Medical Assistance	40
Private Pay	16
Insurance	1
Average Daily Census	55

## **Management Report –**

### ***HVAC System –***

Julie Chikowski reported that Jim Lange is in the process of procuring bids for the HVAC system upgrade; but noted that the system is still up and running. Julie Chikowski hopes to receive the necessary bids in time for the December meeting.

### ***Laundry Update -***

Julie Chikowski reported that Lafayette Manor and Memorial Hospital have met to determine their needs and are awaiting bids at this time.

### ***Auxiliary Report –***

Peggy Rolli reported that in response to the Manor Auxiliary's request for suggestions on purchases which would best benefit the residents of the facility; items such as a Big-Screen TV for first floor, and nursing equipment were noted.

### ***Marketing Report –***

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

- Four (4) Photo's with Residents Enjoying the Halloween Festivities
- Veteran's Day Photo
- Volunteer, Mark Evenstad, Reading to a Group of Residents

Social Worker, Patty Reynolds, will be featured in the upcoming MHLC Newsletter. Patty, who lives in Platteville, has been with Lafayette Manor since July of 2012.

### ***OT & Staffing – Reported by Shelley Lange***

Overtime Expenses continue to rise, with October OT totaling \$17,229.15 – up from our previous yearly high in September OT of \$12,707.08. The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

### ***Personnel / Payroll Report – Reported by Shelley Lange***

#### **Family / Medical Leaves**

- 2 - ADA Accommodation
- 1 - Intermittent FMLA Leave: August 1, 2014 Extension(s) Through May 29, 2016

## **STAFFING**

Hannah Robiolio, CNA  
Teresa Robelia, CNA

New Hire: November 11, 2015  
Resignation: November 22, 2015

Status: Fill-In – Every Other Weekend  
Part-Time PM Position

### **Workman's Compensation January 1, 2015 – August 25, 2015**

- 16 – First Report of Injury - No Reportable Time Off
  - 2 Claimants are on 8 Hr. per 24 Hr. Work Restriction

**75 Total Employees:**

- 42 Full-Time
- 12 Part-Time
- 21 Fill-In Status

**Staffing Resolutions Which Have Been Approved:**

- Assistant Director of Nursing Position has been approved effective: November 9, 2015.
- Bed Maker / CNA Helper Position has been approved effective: November 9, 2015.
- 6 – 12 Hour Shifts Equaling Full-Time Employment for Nurses and CNA's effective: November 9, 2015.

**Agenda Items for Next Meeting –**

The following agenda items were suggested for the upcoming meeting:

1. State Survey
2. HVAC System
3. Laundry

**Date of the Next Meeting –**

The next Manor Committee meeting is scheduled for:

**Monday, December 28, 2015**

**5:00 PM MEETING**

**LOCATION:**

**Lafayette Manor – 1<sup>st</sup> Floor West Meeting Area**

**Adjournment**

On a motion made by Jack Sauer, and seconded by Kenny Taylor, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

*Shelley Lange*

Shelley Lange  
Human Resource Coordinator

SL/sjl